



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380

MCO P5110.4
MHP-50:bcs
22 Sep 1983

MARINE CORPS ORDER P5110.4 W/CH 1 - 3

From: Commandant of the Marine Corps
To: Distribution List

Subj: The Marine Corps Official Mail Program

Ref: (a) MCO P5600.31E
(b) MCO 5600.45B

Encl: (1) LOCATOR SHEET

Report Required: Postage Expenditure Report (Report Symbol
MC-5110-02), par. 5001.3e

1. Purpose. To provide information and direction concerning the requirements for using U.S. Marine Corps official mail.

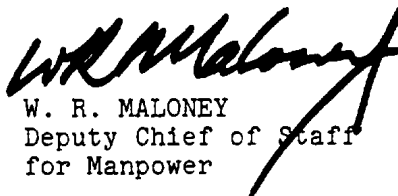
2. Cancellation. MCO 5110.2B and MCO 5110.3.

3. Distribution. This Manual has been assigned Distribution Code JL, and those activities concerned will receive updated printouts of their Individual Activity Table of Allowances for Publications indicating Distribution Code JL. Requests for increase or decrease in allowance quantities should be submitted to the Commandant of the Marine Corps (Code HQSP) in accordance with reference (a). A future change to reference (b) will include Distribution Code JL.

4. Recommendations. Recommendations concerning the Marine Corps Official Mail Program are invited and will be submitted to the Commandant of the Marine Corps (Code MHP-50) via the appropriate chain of command.

5. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

6. Certification. Reviewed and approved this date.


W. R. MALONEY
Deputy Chief of Staff
for Manpower

DISTRIBUTION: JL plus 7000116(15)
7000095(2)

Copy to: 8145001

PCN 102 072903 00



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380

MCO P5110.4 Ch 1
MHP-50
14 Mar 1986

MARINE CORPS ORDER P5110.4 Ch 1


From: Commandant of the Marine Corps
To: Distribution List

Subj: The Marine Corps Official Mail Program

1. Purpose. To direct pen changes to the basic Manual.
2. Action
 - a. Paragraph 5001.3e, third line, change "(Code MSP) on a monthly basis" to read "(Code MHP-50) on a quarterly basis."
 - b. Throughout this Manual, wherever "(Code MSP)" appears, change to "(Code MHP-50)".
3. Summary of Changes. To change submission requirements of the Postage Expenditure Report (NAVMC 11125) from monthly to quarterly.
4. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Manual.
5. Certification. Reviewed and approved this date.

DISTRIBUTION: JL plus 7000116(15)
7000095(2)

Copy to: 8145001


E. C. CHEATHAM, JR.
Deputy Chief of Staff
for Manpower

PCN 102 072903 01

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CMC WASHINGTON//MHP-50//

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ACCT NA-CNRF

UNCLASS //N05110//

ALMAR 059/87

SUBJ: MCO P5110.4 CH 2. THE MARINE CORPS OFFICIAL MAIL PROGRAM

1. THIS CHANGE IS APPLICABLE TO MARINE CORPS ACTIVITIES ON
DISTRIBUTION CODE JL.

2. PAR 3001.3E AND 3002.2D, AFTER "DOD INSTRUCTION," INSERT:
"FEDERAL DIRECTIVES,"

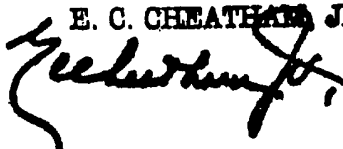
3. PAR 3003, SECOND LINE, DELETE ALL TEXT AFTER THE WORD
"ABOVE," AND SUBSTITUTE THE FOLLOWING: "WILL REQUEST APPROVAL
FROM THE INSTALLATION COMMANDER/POSTAL OFFICER OR DISTRICT POSTAL
OFFICER."

4. DELETE PAR 3004.1 AND SUBSTITUTE NEW PAR 3004.1 AS FOLLOWS:
"1. ONLY THOSE MATERIALS REQUIRED BY LAW, FEDERAL DIRECTIVES,
DOD INSTRUCTIONS, OR MARINE CORPS DIRECTIVES SHOULD BE SENT BY
INSURED MAIL AND SHOULD MEET GUIDELINES IN PAR 3004.2, BELOW."

MH(6) GENDIST

PCN 102 072903 02

D.F. BOULDEN, LTCOL, MHP, 42371

E. C. CHEATHAM JR.


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MSGID/GENADMIN/CMC MHP-50//

SUBJ/MCO P5110.4 CH 3. THE MARINE CORPS OFFICIAL MAIL PROGRAM//

RMKS/1. PURPOSE. TO DIRECT A PEN CHANGE TO THE BASIC ORDER.

THIS CHANGE IS APPLICABLE TO MARINE CORPS ACTIVITIES ON PCN

DISTRIBUTION 10207290300.

2. BACKGROUND. THE KEY VOLUNTEER NETWORK (KVN) IS AN OFFICIAL
MARINE CORPS ACTIVITY DEDICATED TO THE MISSION OF IMPROVING
FAMILY READINESS WHICH IN TURN TRANSLATES TO ENHANCED UNIT
READINESS. THE KVN NEWSLETTER THEREFORE SERVES THE COMMANDING
OFFICER IN THE PERFORMANCE OF HIS/HER COMMAND RESPONSIBILITIES
AND, AS SUCH, IS CONSIDERED TO BE OFFICIAL BUSINESS.

3. ACTION. ADD THE FOLLOWING NEW PARAGRAPH AND RELETTER
SUBSEQUENT SUBPARAGRAPHS ACCORDINGLY:

"1001.1.D. KEY VOLUNTEER NETWORK. NEWSLETTERS DIRECTLY RELATED
TO FAMILY AND UNIT READINESS AS AUTHORIZED BY COMMANDING
OFFICERS."

4.POLICY. COMMANDERS ARE RESPONSIBLE FOR SCREENING KVN NEWSLETTERS

|MH/GENDIST

PCN 10207290303

L MARZ JR, GYSGT, MHP, 6-2026

LTGEN JOHNSTON, DC/S M&RA, 48103

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R.B. Johnston

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02 02

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TO ENSURE THEIR CONTENTS SUPPORT FAMILY READINESS
AND COMPLY WITH APPLICABLE REGULATIONS. POSTAL PERSONNEL WILL
PROCESS FOR MAILING ALL KVN NEWSLETTERS WHICH ARE PRESENTED FOR
MAILING WITH THE APPROVAL OF THE COMMANDER.

5. POINT OF CONTACT IS MAJOR SCHULTZ, CMC (MHP), DSN 226-2026
OR COML (703) 696-2026.//

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FEB 94

LOCATOR SHEET

Subj: The Marine Corps Official Mail Program

Location: _____
(Indicate the location(s) of the copy(ies) of this
Manual.)

ENCLOSURE (1)

THE MARINE CORPS OFFICIAL MAIL PROGRAM

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change
1	14Mar86			INCORP DUR REVIEW
2	13Mar87			ALMAR 059/87
3	23Feb94			ALMAR 054/94

THE MARINE CORPS OFFICIAL MAIL PROGRAM

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INTRODUCTION

- 1 OFFICIAL MAIL
- 2 MAIL CLASSES AND SERVICES
- 3 SPECIAL POSTAL SERVICES
- 4 POSTAL COST MANAGEMENT
- 5 POSITIVE ACCOUNTABILITY PROGRAM
- 6 COMMAND RESPONSIBILITIES

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INTRODUCTION

0001. PURPOSE. This Manual is promulgated to provide information and direction concerning the requirements for using U.S. Marine Corps official mail.

0002. STATUS

1. Requirements in this Manual are binding on all Headquarters staff agencies and field commands.
2. Any deviation from instructions contained in this Manual must be authorized by the Commandant of the Marine Corps (Code MHP-50).

0003. SCOPE. This Manual contains instructions for the handling of official U.S. Marine Corps mail, and additional guidance for unit mailroom operations.

0004. RESPONSIBILITY. The currency, accuracy, and modification of this Manual are the responsibility of the Commandant of the Marine Corps (Code MHP-50). Headquarters staff agencies and field commanders are responsible for timely entry of changes and physical maintenance of their copies of this Manual.

0005. ALLOWANCES

1. Requests for changes in the authorized allowances of this Manual will be forwarded to the Commandant of the Marine Corps (Code HQSP-2). This request will be submitted in accordance with instructions contained in the current edition of MCO P5600.31, Marine Corps Publication and Printing Regulations.
2. Missing pages will be obtained by requisitioning the basic Manual and/or pertinent change(s) in accordance with the current edition of MCO P5600.31.

0006. ORGANIZATION

1. This Manual is organized in chapters using Arabic numbers, which are sequentially listed in the overall contents page.
2. Paragraph numbering is based on four digits. The first indicates the chapter; the next three, the general paragraph; and the combinations which follow the decimal point, the appropriate paragraph; e.g., 4002.2a refers to chapter 4, paragraph 002, subparagraph 2a.
3. Pages are numbered in separate series by chapter, with the chapter number preceding each number; e.g., the fourth page of chapter 2 is shown as 2-4.

0007. CHANGES. Changes will be made to this Manual in accordance with instructions contained in this Manual. Such changes will be numbered consecutively, and entered accordingly on the Record of Changes page provided for that purpose.

CHAPTER 1

OFFICIAL MAIL

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THE MARINE CORPS OFFICIAL MAIL PROGRAM

CHAPTER 1

OFFICIAL MAIL

1000. DEFINITION OF OFFICIAL MAIL. Official mail is any letter, publication, or parcel relating exclusively to the business of the U.S. Government, which is mailed using official postage. Only those items that are mailable under postal laws may be sent as official mail. By law (39 U.S.C. 3202), only officials of the U.S. Government are authorized to send items through the postal system as official mail. The penalty for misuse of official mail is \$300 (18 U.S.C 1719).

1001. USE OF OFFICIAL MAIL

1. Authorized Use of Official Mail. All U.S. Marine Corps activities are authorized to use official mail. These activities include, but are not limited to, the following:

a. Headquarters, U.S. Marine Corps and subordinate commands.

b. Marine Corps Reserve activities.

c. Morale, welfare, and recreation (MWR) activities for business related directly to the execution of their mission. However, material related directly to buying or selling nonappropriated fund (NAF) merchandise and services may not be sent as official mail. Commanding officers may use official mail to advertise available MWR programs and services when the information is part of a consolidated MWR information package. MWR information packages are defined as information pertaining to any of the following eight categories of MWR activities and associated nonappropriated fund instrumentalities (NAFI):

	<u>Category</u>	<u>Examples</u>
I	Exchanges	Retail stores, service stations
II	Other Resale	Consolidated package stores
III	Military Recreation	Intramural sports, bowling alleys, theaters
IV	Civilian Recreation	Civilian recreation associations
V	Open Messes	Officer clubs, Staff Noncommissioned Officer clubs
VI	Other Membership	Aero clubs, rod and gun clubs
VII	Common Support NAFI's	Command club system offices
VIII	Supplemental Mission NAFI's	Chaplain funds, billeting funds

* d. Key Volunteer Network. Newsletters directly related to family and unit readiness as authorized by commanding officers.

* e. Nonappropriated fund instrumentalities may use official mail only for official administrative (managerial) mailings related exclusively to the business of the U.S. Government.

* f. Official mail may be used for the mandatory distribution of authorized Marine Corps newspapers and civilian enterprise newspapers (e.g., local base newspapers). Official mail may be used to mail individual copies of authorized Marine Corps newspapers to higher headquarters in the chain of command, in bulk to subordinate units for distribution to members of the units, or to promote the overall command Public Affairs Program. Mailings of authorized Marine Corps newspapers or commercial enterprise newspapers will be at the third-class bulk rate if they qualify, or as third-class or fourth-class mail, depending on the weight. The U.S. Postal Service (USPS) should be used only to transmit these publications to locations away from the Marine Corps activity. Local (onsite) distribution will not be made using the postal system.

g. Printer-mailer contractors or vendors mailing Marine Corps recruiting publicity and advertising materials may use permit imprints for mass mailings only when the USPS mailing requirements are met. Contractors may be allowed to use official mail postage meters licensed to and under Marine Corps control at the discretion of the Commandant of the Marine Corps (Code MHP-50), when circumstances warrant. When USPS mailing requirements for permit imprint mail cannot be met, or when the use of postage meters is not practical, contractors shall prepay postage costs and be reimbursed by including the cost of the mailing as a separate item on their invoice.

2. Unauthorized Use of Official Mail. U.S. Marine Corps official mail will not be used for the following:

- a. For private use.
- b. Correspondence that is not exclusively U.S. Marine Corps business.
- c. Correspondence from NAFI on the buying or selling of NAF merchandise or services; routing correspondence with commercial sources of products; routine bills to members of open messes and other membership associations; and advertisements for individual NAF or MWR activities (vice the categories of MWR activities defined in paragraph 1001.1c above).
- d. Greeting cards, Christmas cards, retirement announcements, job resumes, and invitations to social functions (except functions authorized and funded from official representation funds in accordance with SECNAVINST 7042.7F of 15 Jan 1981).
- e. By retired members of the U.S. Marine Corps, unless acting in an official capacity.
- f. Nonmailable items (obtain list of nonmailable items from local civilian or military post office).
- g. Matter mailed at a civilian post office in a foreign country. Postage must be in stamps of that country.
- h. Parcels tendered for movement by a Government Bill of Lading (GBL) in connection with commercial freight carriers or in the military transportation channels.
- i. By concessionaires and their employees.
- j. For the mailing of official material (e.g., daily, weekly or housing bulletins) that contains unofficial information.
- k. For the mailing of dependent school year books and other unofficial items such as announcement cards, thank you cards, class rings, etc.
- l. For mail not bearing a complete and proper return address.
- m. For mailing of authorized Marine Corps newspapers to individual subscribers.
- n. For mailing of military cruise books or other related items whose printing is paid for by the individual or nonappropriated funds.

3. Return Address. All official mail, except Business Reply Mail, must contain a complete return address of the mailing activity in the upper left corner of the envelope/label. The title of the individual (e.g., Commanding Officer, Postal Officer) is to be used instead of the name.

4. Misuse of Official Mail. The improper use of any official mail shall be reported to the Commandant of the Marine Corps (Code MHP-50).

1002. ACCOUNTING FOR POSTAGE EXPENDITURES

1. The Marine Corps Official Mail Program is based on a positive accountability system for postage costs. Positive accountability reduces dependence on the U.S. Postal Service's Revenue, Pieces and Weights (RPW) sampling system. Positive accountability also provides cost data, down to the activity level, that is used to evaluate postal costs.

2. The Marine Corps goal is 100 percent positive accountability for all official mail. USPS charges for Marine Corps official mail are determined by any of the following methods:

a. Official Postage Meters. Postage meters imprint the postage on each piece of letter mail or print a gummed tape to be placed on parcels. The meters keep a running total of postage expended and postage available for use. Paragraph 5001 refers.

b. Express Mail Account Number. An individual control number upon which postage for official express mail shipments may be charged. Paragraph 2006 refers.

c. Permit Imprints. The use of permit imprint on the mailing piece eliminates the need to meter each piece of mail. Permit imprint mail is used for large volume mailouts (generally greater than 200 per mailing), of uniform size and weight. Permit imprints can be used for almost any class of mail. Paragraph 5007 refers.

d. Third-Class Bulk Rate Permit. The regular bulk third-class rates may be applied to mailings of qualifying pieces separately addressed to different addresses in quantities of not less than 200 pieces or 50 pounds. Paragraph 2004.2b refers.

e. Business Reply Mail (BRM). BRM is to be used for all occasions when mail is to be returned for reply purposes. The post office charges first-class postage only when the letter/card is returned to the sender. Paragraph 2008 refers.

f. Special Postage Agreements. The USPS will enter into special agreements, such as computerized postage, for high volume mailers with unique automated equipment. The local USPS Customer Service Representative should be contacted for assistance.

g. Postage and Fees Paid Indicia. All Marine Corps activities not equipped to meter mail will continue to utilize the "Postage and Fees Paid, Department of the Navy, DOD-317" indicia on all official mail. The indicia information, along with the eagle symbol and facing identification markings (FIM) are placed in the upper right corner. When the indicia is used, "Official Business, Penalty for Private Use \$300" must appear in the upper left corner directly underneath the return address. Section 137.242 of the Domestic Mail Manual (DMM) refers. Charges for mail sent using the indicia are based on the USPS sampling system for estimating mail costs. Mail is sampled by USPS personnel, and a formula is then applied to derive the estimated charges for official mail. The RPW system is subject to statistical error and is projected to be eliminated entirely in the future. No contractor or vendor may use the indicia for whatever reason.

1003. REIMBURSEMENT FOR OFFICIAL MAIL. Headquarters, U.S. Marine Corps currently pays the USPS for all official mail costs. USPS post offices forward records of postage meter settings, permit mailings, BRM mailings, and other documents to the USPS Headquarters for consolidation and billing to the Marine Corps. No payments for official mail costs, including postage meter licenses or permits, are made by individual activities.

THE MARINE CORPS OFFICIAL MAIL PROGRAM

CHAPTER 2

MAIL CLASSES AND SERVICES

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CHAPTER 2

MAIL CLASSES AND SERVICES

2000. GENERAL. Domestic mail consists of four classes. The determination to which class each piece of official mail belongs is made according to the type of item being sent, the weight of the item, and the need to use special mail services. To preclude the necessity for judgemental decisions by USPS employees and to assure the desired service is provided, all official mail users should endorse oversized letters (flats) and small parcels as "FIRST-CLASS", "THIRD-CLASS", "PARCEL POST", or "PRIORITY", as appropriate.

2001. FIRST-CLASS MAIL

1. General. All first-class mail receives expeditious handling and transportation. The USPS has established uniform guidelines for distribution and delivery of mail. First-class mail is regularly sent by air.

2. Specific. All official mail weighing less than 12 ounces is treated as first-class mail, unless endorsed differently. Items such as post cards, matter wholly or partially handwritten or typewritten (including identical copies prepared by automatic typewriter and manifold or carbon copies), matter closed against postal inspection, matter having the character of personal correspondence, bills, and statements of account must be sent as first-class mail. Matter produced by computer, unless having the character of actual and personal correspondence, is not required to be sent as first-class mail.

3. Physical Limitations. Each piece of first-class mail may not weigh more than 70 pounds, nor have a combined length and girth exceeding 108 inches. See paragraph 4002 for size standards.

2002. PRIORITY MAIL. Priority mail is all first-class mail weighing more than 12 ounces, and other mail which requires expeditious handling and transportation, with a maximum weight of 70 pounds. The word "PRIORITY" must be placed prominently on each piece of mail.

2003. SECOND-CLASS MAIL

1. General. Second-class mail is those newspapers and periodical publications which meet the following requirements:

a. Issued at a regular, stated frequency of no less than four issues per year.

b. Issued and mailed at a known office of publication where business is transmitted and circulation records are maintained.

2. Qualification. Official publications are authorized to be mailed under second-class mail only if an authorized permit application has been granted (section 440 of the DMM). Authorization will be based in meeting the general requirements above and the specific requirements for controlled publications. Controlled circulation publications are:

a. Publications that are circulated either free or to subscribers.

b. Publications in which each issue contains at least 24 pages, and not more than 75 percent advertising.

c. Mailers of controlled circulation publications must maintain a legitimate list of persons who request the publication, and have 50 percent or more of the copies distributed to persons making such a request.

2004. THIRD-CLASS MAIL

1. General. Third-class mail consists of matter which is not mailed or required to be mailed as first-class mail, not eligible for second-class mail, and weighs less than 16 ounces. All third-class mail should be endorsed "THIRD-CLASS".

2. Categories. Two third-class rate categories are available:

a. Single Piece Rate. The single piece rate is applied to each piece according to its weight. No presort or special preparation is required.

b. Regular Bulk Rate. The regular bulk third-class rate may be applied to mailings of third-class mail separately addressed to different addresses in quantities of not less than 200 pieces or 50 pounds. However, bulk rate is not available for mail sent from overseas locations. The address side of each piece, its envelope or wrapper must be plainly marked "THIRD-CLASS BULK RATE", preferably in the position where postage would normally be placed. Third-class bulk rate mail must be presented for mailing at a post office, and must be accompanied by a completed PS Form 3602. Figure 5-2 provides the format for the third-class bulk rate imprint.

2005. FOURTH-CLASS MAIL

1. General. Fourth-class mail consists of mailable matter not mailed or required to be mailed at first-class, weighing 16 ounces or more and not entered as second-class mail. Maximum weight is 70 pounds.

2. Categories. Four fourth-class rate categories are available for official mail:

a. Single Piece Zone Rate (Parcel Post). All items meeting the fourth-class definition may be mailed at this rate. No endorsement is required; however, a "PARCEL POST" endorsement is recommended.

b. Bulk Zone Rates (Parcel Post). Mailings of 300 or more pieces of fourth-class mail of identical weight sent to a single zone may be mailed at this rate.

c. Special Fourth-Class (Book Rate). To qualify for a special fourth-class rate, an item must contain at least 24 pages, at least 22 of which are printed, and consist wholly of reading matter with some incidental blank spaces for notations. It may not contain advertising except incidental announcements of books. Items such as films and sound recordings may also be sent at this rate. Pieces must be endorsed "SPECIAL FOURTH-CLASS RATE".

d. Bound Printed Matter. Bound printed matter is fourth-class matter that weighs 1 pound or more, but less than 10 pounds. Only the following specifically described material may be mailed at the bound printed matter rates.

(1) Matter that consists of advertising, promotional, directory or editorial material, or any combination of these.

(2) Matter that is securely bound by permanent fastenings such as staples, spiral binding, glue, stitching, etc. Looseleaf binders and similar fastenings are not considered permanent.

(3) Matter consisting of sheets of which at least 90 percent are imprinted with letters, characters, figures, images, or any process other than handwriting or typewriting.

(4) Matter that does not have the nature of personal correspondence.

(5) Matter that is not eligible for mailing as special fourth-class rate mail.

(6) Matter that is not stationery, such as pads of blank printed forms. The words "BOUND PRINTED MATTER" must be printed (or rubber stamped) conspicuously on the address side of the item.

2006. EXPRESS MAIL

1. USPS Express Mail service is a high speed (generally overnight) delivery that is available to most major locations within the United States. Contact must be made with the local USPS office to determine which areas have Express Mail deliveries. The Marine Corps has an established control number for billing purposes, and Express Mail authorization is available through the Commandant of the Marine Corps (Code MHP-50), as per paragraph 2006.3, below. Local activities who desire to use their own money for Express Mail shipments may do so without previous authorization from the Commandant of the Marine Corps (Code MHP-50).

2. Because of the high cost of postage required for the utilization of Express Mail, consideration should be taken to ensure that net days delivery service is an essential requirement to mission accomplishment, and not a convenience. The following questions should be answered prior to using Express Mail:

a. What mission failure will result if document is not received the following day?

b. What compelling circumstances prevent the items from being ready in time for normal mail transit? (Typing delays are not acceptable.)

c. Will the recipient be present to accept document? (Important on Fridays since once USPS attempts delivery their requirement is met and the package, if unable to be delivered then, is returned for normal mail processing during the next week.)

d. Have other, less expensive, alternatives been examined?

3. Authorization. Effective immediately, commanders of major Marine Corps activities (district level and above) may request authority to use Express Mail shipments for their command and its subordinate activities. This written request will be addressed to the Commandant of the Marine Corps (Code MHP-50), and will contain the amount of funds desired for the fiscal year. Once authorized, the control number with a special subaccount number will be assigned to each activity for their control. The activity, in turn, will control the use of its Express Mail authority in whatever manner deemed necessary by using their subaccount number. Control of funds and payment of the actual Express Mail bill will continue to be accomplished by the Commandant of the Marine Corps (Codes FDB and MHP-50). The quarterly USPS billing will identify the number of Express Mail shipments by each subaccount. Postage meter stamps will not be used for Express Mail shipments. The following applies:

a. Major active duty commands (i.e., division, wing, FSSG, base, MCAS) will control authority for all subordinate units.

b. Major Reserve commands (i.e., 4th MarDiv, 4th MAW, 4th FSSG) will control authority for all subordinate Reserve units and inspector-instructor staffs.

c. The Marine Corps Reserve Support Center will control authority for its needs, for all Reserve augmentation units, and for all prior service procurement offices.

d. Marine Corps districts will control authority for subordinate recruiting stations, officer selection offices, etc.

e. The Administrative Resources Branch (CMC (Code HQSR)) will control authority for HQMC sections.

f. The Commandant of the Marine Corps (Code MHP-50) will control funding for other Marine Corps activities (e.g. Marine barracks) that are not covered in paragraphs 2006.3a through 3e, above. These activities may submit a written request to the Commandant of the Marine Corps (Code MHP-50) for a set authority amount, or may telephonically request authorization as needed on a case-by-case basis. The Postal Affairs Branch (CMC (Code MHP-50)) may be reached by AUTOVON 224-8436/8119 or commercial (202) 694-8436/8119.

2007. PRESORT MAIL SERVICES. Presort mail is available for first-, third-and fourth-class mailings. Generally, a discount is applied to the postal rate charged when certain presort requirements are met. Presort requirements, based upon ZIP Code sequences, are defined in the DMM, or are available from all civilian and military post offices. Paragraph 4001.3 refers.

2008. BUSINESS REPLY MAIL (BRM)

1. The Federal Register of 11 September 1979 (Vol. 44, No. 177) published a final ruling which requires all Federal Government departments and agencies to use business reply mail, metered reply mail, or stamped self-addressed envelopes, cards and mailing labels for official business reply purposes. This rule became effective 1 September 1980. Furnishing metered reply mail or stamped self-addressed return mail for reply purposes is not practical for the Marine Corps in most cases, since postage is charged whether or not the item is returned. Therefore, BRM formats will be used. Figure 2-1 refers.

2. "Postage and Fees Paid" indicia envelopes and cards are not authorized to be used as reply mail. Whenever a return response is desired, a business reply envelope or card will be used. The address of the activity to whom the information is being returned should be printed, typewritten, or handstamped directly on the envelope/card, or a printed gummed label may be affixed in the address area.

3. The following guidance on business reply formats is provided:

a. The "Business Reply Mail" format is for use on letter-size envelopes, self-mailers, and cards that exceed the maximum postcard size.

b. The "Business Reply Card" format is for use on all cards that are post card size.

c. The "Business Reply Label" format will not be used as labels to return any matter without written authorization from the Commandant of the Marine Corps (Code MHP-50).

4. "PERMIT NO. 12495 WASHINGTON, D.C." is to be printed on all official U.S. Marine Corps business reply mail. Likewise, "POSTAGE WILL BE PAID BY U.S. MARINE CORPS" must be placed directly under the permit information.

5. Blank (without address) business reply envelopes and business reply cards are available through normal supply channels. The envelope has been assigned NAVMC 11136 (9-38), SN:0000-00-006-9020; the card has been assigned NAVMC 11122 (1-83), SN:0000-00-006-8780. These forms are to be used only for replies being returned to the command. Only an official Marine Corps address is to be placed in the address portion of the envelope/card.

6. Commands requiring large numbers of BRM envelopes/cards may desire to procure them through local printing outlets, using local funds. The command's address will be printed on each envelope, using the measurements shown in Figure 2-1.

2009. INTERNATIONAL MAIL. All official mail addressed to foreign civil addresses (non-APO/FPO addresses), is considered to be international mail. International mail may only be sent to those countries with whom the USPS has established service agreements. The civilian or military post office can provide information on applicable service restrictions.

2010. STATE DEPARTMENT POUCH. A diplomatic pouch system is available through the State Department for the sending of official mail to certain international (non-APO/FPO) addresses. The Standard Naval Distribution List, Part 1 (OPNAVINST P091B-107) provides special mailing and handling instructions for using this service.

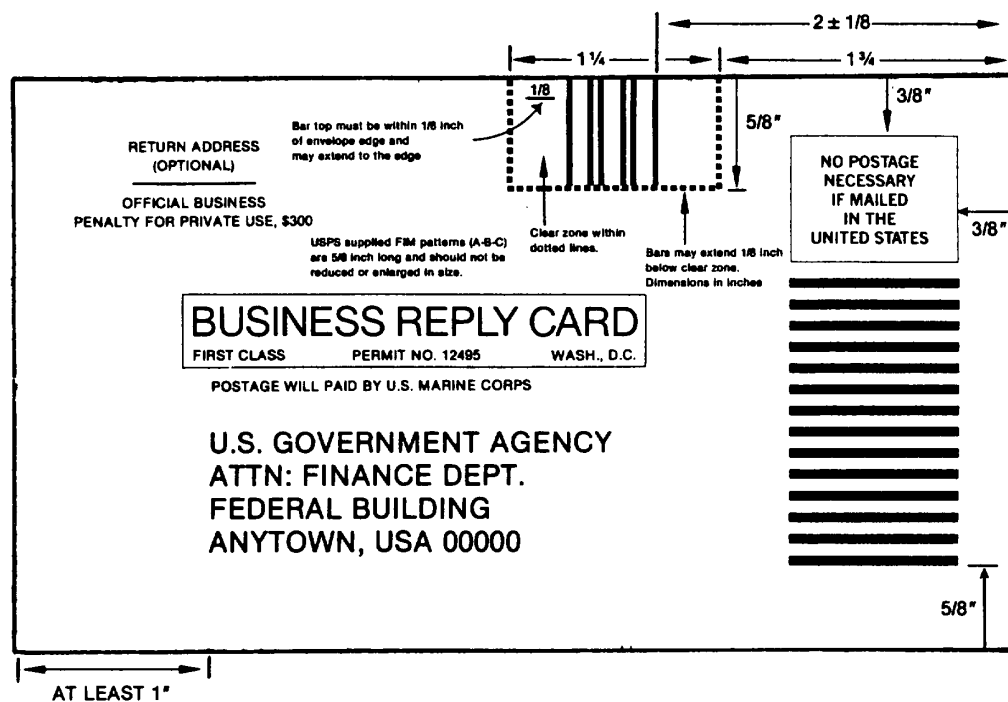
2011. MILITARY ORDINARY MAIL (MOM)

1. MOM is a special military airlift service only for ordinary mail official mail being sent to, from, or between APO/FPO addresses. It is not available on mail sent between Continental U.S. (CONUS), Alaska, or Hawaii addresses. MOM service means that mail is provided surface transportation (by USPS) within the U.S. to the gateway (i.e., Seattle, San Francisco, New York, or Miami), but is flown from that point to the appropriate overseas mail center. The advantage of MOM service is that it provides "airmail" service from the gateway, but is charged at second-, third- or fourth-class postage rates.

2. MOM service will be utilized for parcels, directives, and periodicals that have a required due date and are addressed to APO/FPO addresses. This service is not authorized for directives and periodicals whose contents are only informative in nature, or for any parcels not having a required due date.

3. The endorsement "MOM", in bold-print letters, will be placed on the address side of the item.

2012. PARCEL AIR LIFT (PAL) AND SPACE AVAILABLE MAIL (SAM). These services are not authorized for official mailings.



Business Reply MAIL (Envelope)

3 7/8" x 8 7/8" Open Side Gummed Envelope for enclosure within a 4 1/8" x 9 1/2" standard correspondence envelope.

Business Reply CARD

must be no smaller than 3 1/2" x 5" nor larger than 4 1/4" x 6", and must be rectangular in shape and at least 0.007" thick.

Note: Illustration not actual size.

Figure 2-1.--Sample Format for Business Reply Mail

THE MARINE CORPS OFFICIAL MAIL PROGRAM

CHAPTER 3

SPECIAL POSTAL SERVICES

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CHAPTER 3

SPECIAL POSTAL SERVICES

3000. GENERAL. The use of special postal services is limited to instances required by law, Department of Defense (DoD) instructions, Marine Corps directives, this Manual, or when authorized in writing by the Commandant of the Marine Corps (Code MHP-50). Extra fees are charged for these special postal services. Special postal services authorized for Marine Corps use consist of registered, certified, and insured mail; return receipts; restricted delivery; and certificates of mailing.

3001. REGISTERED MAIL

1. Registered mail provides added protection for mail, plus evidence of mailing and delivery. All mail to be registered must be sent as first-class or priority mail. Registry procedures are described in section 911 of the DMM. Official mail is registered solely to ensure "safe delivery." Since the U.S. Government is self-insured, indemnity is not provided. Therefore, the only registration fee to be charged under the Marine Corps Official Mail Program is the least expensive postal registration fee available without postal insurance.

2. Registered mail is costly, and is the slowest form of first-class mail since it establishes a "chain of receipts" within the postal system. In addition, registered official mail addressed overseas can only be transported on U.S. commercial or military flights, which greatly reduces the number of flights available since much first-class mail is currently transported overseas using foreign carriers.

3. Registration is authorized for official, mission essential mail requiring the highest degree of security. Examples of this type of mail include:

- a. Any currency and vouchers, or other high-value items.
- b. Mailable shipments of government-owned firearms.
- c. Calibration equipment, and sensitive, controlled, pilferable, or irreplaceable material.
- d. Narcotics for use by authorized government agencies.
- e. Material required to be sent as registered mail by law, DoD instruction, Federal directives, or USMC directive.

3002. CERTIFIED MAIL

1. Certified mail is restricted for use within the domestic postal system and provides evidence of mailing and a record of delivery. It may be used only for first-class or priority mail having no intrinsic value. It does not provide a chain of receipts while intransit since it is dispatched, handled, and treated intransit as first-class mail.

2. Examples of authorized uses of certified mail are:

- a. Notification to obligated reservists of failure to complete required training.
- b. Proof of delivery or an attempt to deliver legal documents.

c. Letters of transmittal and orders to extended active duty to Reserve personnel.

d. Material required to be sent as certified mail by law, DoD instruction, Federal directives, or USMC directive.

3003. EXCLUSIONS. Commands desiring to use registered or certified mail for requirements not contained in paragraphs 3001 and 3002, above, will request approval from the installation commander/postal officer or district postal officer.

3004. INSURED MAIL

1. Only those materials required by law, Federal directives, DoD Instructions, or Marine Corps directives should be sent by insured mail and should meet guidelines in paragraph 3004.2, below.

2. Numbered-insured service provides a method to obtain evidence of mailing and a record of delivery for third- and fourth-class official mail. No record of mailing is maintained at the office of mailing, and insured mail is treated intransit as ordinary mail. Insured mail is to be used when an established requirement for evidence of mailing and a record of delivery exists for Marine Corps supply items not having a required delivery date (RDD). Since the U.S. Government is self-insured, insurance fees to be charged under the official mail program are the least expensive fees required. This will insure the mail for "safe delivery" only.

3005. RETURN RECEIPT

1. A return receipt (PS Form 3811) provides the mailer with evidence of delivery. Return receipts may be obtained for numbered-insured, registered, and certified mail, but require additional postage fees. A return receipt is authorized for use when proof of delivery of official mail sent to nongovernment addresses is required.

2. When proof of delivery of official mail sent to another government agency is required, an OPNAV Form 5511/10 (Record of Receipt) or DD Form 1087 (Transit Time Data) is to be used. These forms are placed inside the item being mailed and provide instructions to the addressee on completing and returning the form to the sender.

3. Staff judge advocates and provost marshals have been given the authority to determine when the use of return receipts are required for legal documents, in accordance with current directives.

3006. RESTRICTED DELIVERY. Restricted delivery permits the mailer to direct delivery to the addressee or to an agent only. It may be obtained only for insured, registered, or certified mail.

3007. CERTIFICATE OF MAILING. A Certificate of Mailing (PS Form 3817), may be requested when proof of mailing is required, but proof of delivery is not necessary. It is to be used instead of numbered-insured, registered, or certified mail when only proof of mailing is required.

3008. SPECIAL HANDLING AND SPECIAL DELIVERY. These services are not authorized for Marine Corps use unless written authorization has been granted by the Commandant of the Marine Corps (Code MHP-50).

CHAPTER 4

POSTAL COST MANAGEMENT

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CHAPTER 4

POSTAL COST MANAGEMENT

4000. GENERAL. It is Department of Defense policy that mailing costs be kept to the minimum necessary to conduct essential government business. In recent years, postage costs for the Marine Corps have risen dramatically.

1. Policy. In an effort to reduce postage costs, and to conform with current DoD policy, Marine Corps activities shall ensure that their official mail practices conform with the following guidelines:

a. Use standard, letter-size envelopes whenever possible. Large envelopes shall be used only when material may be damaged by folding.

b. Use presorted or bulk mail discounts, when eligible and economically feasible.

c. Ensure that personnel who originate or prepare material for mailing are adequately trained.

d. Periodically monitor mail practices to ensure that mail is sent by the most economical means.

e. Periodically review recurring mailings for essentially.

f. Review mailings to ensure they are not subject to surcharge or are unmailable. The USPS levies surcharges on lightweight (less than 1 ounce), nonstandard size letter mail. In addition, the USPS prohibits the mailing of envelopes that do not meet the minimum size, thickness, and length-to-height standards. Paragraph 4002 refers.

g. Reduce the frequency and volume of mailings.

h. Update mailing lists.

i. Consider microform alternatives for mailing publications.

j. Require adequate printing leadtime to permit economical mail service.

k. Reduce publication weight, as practicable, by printing on both sides of the paper, selecting the lightest weight paper, and using all available printing space.

l. Ensure that contracts for printing and distribution contain DoD component specifications for using the most economical mailing services consistent with the priority of the case.

m. Consider alternatives to automatic data processing hard copy mailings, such as electronic transfer.

n. Promote computer formats that make maximum use of available print space to reduce the weight of mailings.

o. Implement and maintain positive official mail accountability systems (i.e., postage meters, permit mailings, and computerized postage) as the basis for reimbursing the USPS for official mail costs, whenever feasible, rather than relying on sampling techniques.

2. Procedures

a. Letter Mail. All unclassified official correspondence weighing 12 ounces or less will be sent as first-class mail. Unclassified official correspondence weighing more than 12 ounces, consolidated mailings, direct pouches, or Joint Uniform Military Pay System (JUMPS) pouches will be sent as priority mail.

b. Classified Mail. Classified material shall be prepared and transmitted as prescribed in DoD 5200.1-R.

c. Substance Abuse Mailings. Urinalysis samples shall be prepared and transmitted as prescribed in Marine Corps directives in the 5300 series.

d. Publications and Blank Forms. All bulk distribution of publications (i.e., directives, instructions, regulations, and manuals) will be sent at the special fourth-class book rate if they qualify, or as third- or fourth-class mail. Blank forms shall be sent as third or fourth-class mail. Exceptions to this are as follows:

(1) Communication systems publications or material that is classified, accountable, or critical to safety may be sent as first-class or priority mail.

(2) Bulk distribution of immediate-action publications and directives, publications in microfiche form, or publications and blank forms supplied in response to emergency requisitions may be sent as first-class or priority mail. In such cases, other publications and blank forms may not be included as fillers.

(3) Publications sent to activities having an Hawaii address will be sent as first-class mail.

e. Periodicals. When eligible, periodicals not qualifying for the special fourth-class rate mailed directly to individuals or organizations will be sent at the controlled circulation or third-class bulk rate. When ineligible for these rates, periodicals shall be sent as third or fourth-class mail.

f. Logistic Parcels. When the USPS can satisfactorily meet DoD requirements for mailings within the United States at the lowest overall cost, the following will apply:

(1) Priority or first-class mail will be used for Not Mission Capable Supply (NMCS) requirements and expeditious handling of critically needed items and "999" procedures.

(2) Priority or first-class mail will also be used for Uniform Material Movement and Issue Priority System (UMMIPS) priority designators 01-08 shipments that are consigned to a location more than 300 miles from the shipper.

(3) All UMMIPS priority designator 01-08 shipments consigned to a location 300 miles or less will be sent as third or fourth-class mail. All UMMIPS priority designators 09-15 shipments will be sent third or fourth-class mail or held for consolidation as freight, whichever is less costly.

4001. COST MANAGEMENT MEASURES

1. Consolidated Correspondence

a. Commanding officers shall establish and maintain a command mail center for the purpose of monitoring the Official Mail Program and to ensure that official mailings are

consolidated to reduce costs. Routine correspondence or documents intended for entry into the USPS system and destined for Marine Corps activities, will be delivered to the command mail center for consolidation prior to mailing.

b. The command mail center will determine which correspondence and documents are to enter the USPS system, and which are to be sent by guard mail. In no case should documents destined for organizations or units aboard the originating base, or served by the originator's command courier service, be entered into the USPS system.

c. Routine correspondence or documents destined for a single location will be consolidated by the command mail center, addressed to the commanding general/commanding officer of that activity, and forwarded under a single cover regardless of weight. The endorsement "CONTAINS CONSOLIDATED CORRESPONDENCE", in bold letters, will be placed in the lower left quadrant of the address side of the container.

d. Command mail centers receiving mail endorsed "CONTAINS CONSOLIDATED CORRESPONDENCE" are authorized to open this mail and make appropriate distribution.

e. Guard mail or command courier service will be utilized to the maximum extent possible for the delivery of items destined for activities located within the originator's geographical location.

f. The smallest possible envelope suitable for a single mailing will be utilized in all cases. The USPS restrictions with regard to nonstandard envelopes are outlined in paragraph 4002.2, below, and must be strictly followed to avoid unnecessary surcharges.

2. Direct Pouch Service

a. Direct pouch service provides a means in which activities sending large volumes of mail to a single address may place unmetered mail into pouches, and simply weigh and meter the pouch itself. This reduces postal costs since:

(1) First-class postal rates are cheaper (per pound) as the weight increases.

(2) Time is saved by the activity since each envelope/parcel does not require metering.

b. Direct pouch service may be used only for first-class mail that does not require special services. Direct pouch service is suitable for mailings of at least one-third of a pouch. Second-, third-, or fourth-class mail will not be included as "filler material" in the direct pouch since the pouches are dispatched as priority/first-class mail.

c. Postal regulations require those activities desiring direct pouching service to purchase their own pouches. USPS pouches cannot be used for this purpose. The DoD, through the Military Postal Service Agency (MPSA), is in the process of procuring direct pouches. Once acquired, these pouches will be distributed to activities qualifying for this service, along with guidelines for their proper use.

3. Presort Program. Significant savings may be realized through the use of the USPS presort program. Activities that are engaged in monthly mailings of over one hundred thousand pieces of first-class mail are directed to contact their USPS customer service representative for specific information concerning this program.

4002. MAIL SIZE STANDARDS. The USPS has established minimum and maximum size standards which are designed to control costs by increasing the volume of mail which can be mechanically processed.

1. Nonmailable. Small, flimsy pieces of mail, which cause disruptions in automated processing, are no longer accepted by the USPS. All mail that is one-fourth of an inch or less in thickness must be:

- a. No less than 3.5 inches high and 5 inches long.
- b. Rectangular in shape.

2. Nonstandard. Nonstandard mail weighing 1 ounce or less (first- and third-class only) will be assessed a surcharge by the USPS. Mail is considered nonstandard if the following applies:

- a. Its length exceeds 11 1/2 inches, or
- b. Its height exceeds 6 1/8 inches, or
- c. Its thickness exceeds 1/4 inch, or
- d. Its aspect ratio (length divided by height) does not fall between 1 to 1.3 and 1 to 2.5 inclusive.

3. Maximum Weight Limits. No mailable parcel may weigh more than 70 pounds. The civilian/military post office can provide information on other weight limitations that apply for articles sent to certain APO/FPO addresses.

4. Maximum Size Limits. The combined length and girth of a piece may not exceed 108 inches. To compute the size of a parcel:

- a. Measure the longest side.
- b. Measure distance around the parcel at its thickest part (girth).
- c. Add both measurements.

The civilian/military post office can provide information on other size limitations that apply for articles sent to certain APO/FPO addresses.

THE MARINE CORPS OFFICIAL MAIL PROGRAM

CHAPTER 5

POSITIVE ACCOUNTABILITY PROGRAM

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CHAPTER 5

POSITIVE ACCOUNTABILITY PROGRAM

5000. GENERAL. The Marine Corps Official Mail Program is based upon the maximum possible use of positive accountability for postal expenditures. Positive accountability is being achieved by converting official mail from the current "Postage and Fees Paid" indicia (RPW sampling system) to a system using postage meters, permit mailings, contract mailings and, in the future, official mail stamps (if approved). As the positive accountability program is advanced throughout the Marine Corps, usage of standard letter envelopes, oversized envelopes, cards, and labels bearing the official "Postage and Fees Paid, Department of the Navy, DoD-317" indicia will subside. The local USPS customer service representative can provide information on preparing mail for a particular class or service (e.g., first-class permit, first-class presort, third-class bulk rate) by providing mailers with a variety of USPS prepared pamphlets on particular classes or categories of mail.

5001. POSTAGE METERING PROGRAM

1. General. The first phase of the positive accountability program, the installation of postage meters in 37 major Marine Corps commands, was effected on 1 January 1983. Once the postage metering equipment is installed, all Marine Corps official mail (DoD-317) from these locations will be accounted for using some form of positive accountability. Use of indicia envelopes, labels, and cards will no longer be authorized at these locations.

2. Postage Meter License. Each Marine Corps activity converting to postage metering must have a license for each postage meter in use. The Commandant of the Marine Corps (Code MHP-50) will apply for these licenses by submitting PS Form 3601-A (Application for a Postage Meter License) for each postage meter. The USPS Government Revenue and Examination Branch will approve each license, and will send a copy of the license to the post office authorized to set the meter. A copy of each license will also be provided the installation postal officer for filing. A postage meter license does not have to be renewed and remains in effect until canceled.

3. Postage Meter Settings

a. The postage meter will be set only by USPS personnel at the serving post office. The amount of postage set into each meter should be sufficient to allow for daily operation for a period up to 2 months. Meters should be reset when the descending register balance becomes \$50 or less. Payment for postage is not required at the time the meters are set since the Marine Corps will be billed quarterly by the USPS for all postage set into meters.

b. When the meter is set, the USPS representative prepares a PS Form 3603 (Receipt for Postage Meter Settings) in triplicate. The USPS keeps two copies of the form, and the Marine Corps representative is given the original to file. This form shows the meter and license numbers, identifies the installation and unit using the meter, and reflects the ascending and descending register readings on the meter before and after the meter is set. The USPS representative and the Marine Corps representative must verify these entries.

c. The USPS requires that all postage meters be examined by a USPS representative at least every 6 months. This may be done when postage is set into the meter, or will require a semiannual inspection if additional postage is not set into the meter during the 6-month period.

d. Daily Record of Meter Register Readings (PS Form 3602-A).

This booklet is initiated for each postage meter by the USPS employee that checks the meter into service. The date, ascending and descending register readings along with their total, are entered on the first line after the meter is set and sealed for the first time. At the end of each business day, the meter operator will record the ascending and descending registers in columns (A) and (B), respectively, along with their total in column (C). If the daily total does not agree with the entry recorded at the last setting by the post office, the meter should be taken to the post office for examination. Each time additional postage is purchased the booklet shall be presented. The USPS employee will verify that the total of the register readings agrees with the last entry in column (C) prior to setting additional postage. After setting the meter, the USPS employee shall enter on the next blank line the ascending, descending and total register readings, along with the date and initials. When completed, this booklet should be retained on file for at least 1 year from date of final entry.

e. Postage Expenditure Report (NAVMC 11125). Each Marine Corps activity metering official mail or using permit imprint mailings must submit a NAVMC Form 11125 to the Commandant of the Marine Corps (Code MHP-50) on a quarterly basis, to arrive by the 10th of the following month. This form will enable HQMC to verify postage charges by USPS and to develop historical usage data for each individual activity for budgeting purposes. Figure 5-1 is a sample of the NAVMC 11125 form. Report symbol MC-5110-02 has been assigned to this report.

f. At overseas locations, to command's postal officer (MOS 0160) is a representative of the USPS. The postal officer will be responsible for setting official mail postage meters, and will complete and forward all USPS documentation to:

Government Revenue and Examination Branch
Finance Department
U.S. Postal Service
Washington, D.C. 20260

5002. SPOILED POSTAGE METER TAPES/STAMPS

1. Section 147.25 of the DMM provides procedures to receive credit for spoiled meter tapes/stamps. Anytime incorrect postage is applied to a letter/parcel, or if the tape is spoiled prior to being placed on a parcel, credit for that unused postage should be received. The following procedures will be followed:

a. Obtain a PS Form 3533 (Application for Voucher for Refund of Postage and Fees), from the local USPS representative and complete the appropriate information.

b. Attach to that voucher all unused meter stamps and tapes, ensuring that:

(1) Stamps are complete and legible.

(2) Stamps/tapes are on a portion of the envelopes or wrapper bearing the name and address of the addressee (attach the entire envelope, if possible).

(3) Tapes which have not been stuck to wrappers or envelopes are submitted separately (i.e., not affixed).

c. The USPS representative will complete the PS Form 3553, and return a copy to the USMC agent. Cash or checks will not be accepted from the USPS representative for the refund. Credit will be applied by the USPS to the ensuring USMC postal bill.

3. After conversion, indicia items will be limited to:
 - a. Units subject to deployment outside of the United States.
 - b. Activities whose volume of mailings do not justify the procurement of metering equipment.
 - c. Activities whose mailings do not qualify to be mailed under permit.

5007. PERMIT IMPRINT MAILING

1. Permit imprint mailing provides an accountable means to pay postage on large volume mailings of identical size, weight, and class items. Permit imprint mailings do not require metering. Each activity generating recurring, large-volume mailings can use permit imprint mailings. Permit numbers have been issued to the Marine Corps for official permit imprint mail, and they are authorized for use by all Marine Corps activities for permit mail, excluding business reply mail and express mail. However, approval for use of these permits must first be obtained from the Commandant of the Marine Corps (Code MHP-50) following the procedures outlined in subparagraph 5007.10, below.
2. The permit imprint may be made by a printing press, handstamp, lithography, mimeograph, multigraph, addressograph, or similar device. It may not be typewritten or hand drawn. Figure 5-2 provides examples of permit imprints, and section 145 of the DMM applies.
3. All fees and postage costs for permit imprint mailings are paid by the Commandant of the Marine Corps (Code MHP-50).
4. A PS Form 3602 (Statement of Mailing With Permit Imprint) is completed by each activity and is presented to the serving USPS post office with each permit imprint mailing. This mail cannot be deposited in drop boxes. The form should be prepared in duplicate, with the duplicate copy filed by the activity. Data on permit mailings must be entered in the proper block of the Postage Expenditure Report (paragraph 5001.3e refers).
5. First-class permit imprint may be used for first-class mailings of 200 pieces or more of identical size and weight. Permit number "G-63" will be used.
6. Presorted first-class permit may be used on mailings of 500 or more identical pieces (weight limit is 12 ounces or less), presorted by ZIP Code according to USPS requirements. Permit number "G-63" will be used.
7. Third-class bulk rate permit may be used on mailings of 200 pieces or 50 pounds of identical third-class mail. Permit number "G-63" will be used.
8. Fourth-class permit may be used on mailings of 250 pieces of identical matter, weighing 1 pound or more. It may also be used for qualified mailings at the special fourth-class rate for books and films. Permit number "G-63" will be used.
9. Fourth-class zone bulk rate permit may be used on mailings of 300 or more pieces of fourth-class mail, of identical weight, sorted by zone. Permit number "G-63" will be used.
10. Requests for permit imprint mail authorization will be forwarded to the Commandant of the Marine Corps (Code MHP-50) for processing. The request will be made by letter, memorandum, or

on a PS Form 3601 (Application to Mail Without Affixing Postage Stamps). A separate application is required for each class of permit mailing that will be made. The request should include:

- a. Material being mailed under permit.
- b. Amount of mail being sent under each mailing (number or weight).
- c. Number of mailings anticipated during a calendar year.

5008. MARINE CORPS ACTIVITIES METERING MAIL

1. Marine Corps Logistics Base, Barstow, CA
2. Marine Corps Air Station, Beaufort, SC
3. Marine Corps Mountain Warfare Training Command, Bridgeport, CA
4. Marine Corps Base, Camp Lejeune, NC
5. 2d FSSG, Camp Lejeune, NC
6. Marine Corps Base, Camp Pendleton, CA
7. 1st FSSG, Camp Pendleton, CA
8. Marine Corps Air Station, Cherry Point, NC
9. 8th Marine Corps District, New Orleans, LA
10. Marine Corps Air Station, EL Toro, CA
11. Marine Corps Air Station (H), Tustin, CA
12. Marine Corps Air Station, Yuma, AZ
13. 1st Marine Corps District, Garden City, NY
14. 4th Marine Aircraft Wing, New Orleans, LA
15. 4th Marine Division, New Orleans, LA
16. 4th Marine Corps District, Philadelphia, PA
17. 4th FSSG, Atlanta, GA
18. Headquarters, U.S. Marine Corps, Washington, DC
19. Marine Corps Finance Center, Kansas City, MO
20. Marine Corps Reserve Support Center, Overland Park, KS
21. Marine Corps Development and Education Command, Quantico, VA
22. Marine Corps Institute, Washington, DC
23. Marine Corps Logistics Base, Albany, GA
24. Marine Corps Air Station, New River, NC
25. 9th Marine Corps District, Shawnee Mission, KS

26. FMFLANT, Norfolk, VA
27. Marine Corps Recruit Depot, Parris Island, SC
28. Marine Corps Recruit Depot, San Diego, CA
29. 6th Marine Corps District, Atlanta, GA
30. Marine Corps Air Ground Combat Center, Twentynine Palms, CA
31. 12th Marine Corps District, San Francisco, CA
32. Marine Barracks, 8th and I Sts., Washington, DC
33. Marine Corps Historical Division, Washington, DC
34. Marine Corps Base, Camp Butler, JA (commencing FY-84)
35. Marine Corps Base, Camp Smith, HI
36. 1st Marine Brigade, HI
37. Marine Corps Air Station, Iwakuni, JA (commencing FY-84)

**FIRST-CLASS MAIL
POSTAGE & FEES PAID
USMC
PERMIT NO. G-63**

First-Class Mail

**THIRD-CLASS MAIL
POSTAGE & FEES PAID
USMC
PERMIT NO. G-63**

Third-Class Mail
(single piece rate)

**BULK RATE
POSTAGE & FEES PAID
USMC
PERMIT NO. G-63**

Third-Class Mail
(bulk rate)

**FOURTH-CLASS MAIL
POSTAGE & FEES PAID
USMC
PERMIT NO. G-63**

Fourth-Class Mail

**SPECIAL FOURTH-CLASS RATE
POSTAGE & FEES PAID
USMC
PERMIT NO. G-63**

Special Fourth-Class Rate Mail

Permit imprints must be prepared in one of the forms shown (include the solid line rectangle). The addition of other matter is not permitted.

Figure 5-2.--Sample of Formats for Permit Imprints.

THE MARINE CORPS OFFICIAL MAIL PROGRAM

CHAPTER 6

COMMAND RESPONSIBILITIES

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CHAPTER 6

COMMANDING RESPONSIBILITIES

6000. GENERAL. Commanding officers are to ensure that the guidelines contained in this Manual, as well as other postal directives, are implemented by subordinate personnel. In order to provide for an effective official mail program, the overall military mail system for each command must maintain and comply with all current postal directives.

6001. RECEIPT AND DELIVERY OF OFFICIAL MAIL

1. All official mail will be processed in accordance with DOD 4525.6-M, Volume II, chapter 3, pars. K and L. It will be delivered only to personnel authorized in writing to receipt for official mail, or authorized on a [DD Form 285](#). It will be opened only by personnel authorized in writing to do so. All mail addressed to the "Commanding Officer" or the "Commanding Officer of _____" is considered official mail.

2. When delivering accountable official mail (i.e., registered, certified, or insured) to other personnel, the mail orderly will relist all such mail for the command on a DD Form 434 or PS Form 3850. Positive identification and a signature on the form will be required before delivery is made. The unit postal officer must verify all accountable official mail deliveries on a daily basis by initialing the DD Form 434 or PS Form 3850. No accountable official mail will be left overnight in the unit mailroom, but will be returned to the serving post office if not delivered.

6002. MAILROOM OPERATIONS

1. All mail orderlies/clerks, will be designated on a [DD Form 285](#). Two [DD Forms 285](#) will be completed for each individual designated. One [DD Form 285](#) will be maintained by the individual, while the other is kept on file at the serving post office or unit mailroom where mail is picked up. The issuing authority will maintain a Unit Mail Clerk/Mail Orderly Appointment Log ([DD Form 2260](#)), upon which all mail orderlies will be listed in order of appointment. A numerical form of accountability for each issued [DD Form 285](#) will be used in the log. Upon the termination of services of a mail orderly, the date of revocation will be entered on the log, and the [DD Form 285](#) will be destroyed by the issuing authority. The unit postal officer is responsible for the issuance, revocation and accountability of all [DD Form 285](#), and for overseeing the proper maintenance of the [DD Form 2260](#). The Unit Mail Clerk/Mail Orderly Appointment Log will be maintained for 2 years after the date of last revocation entry thereon. Chapter 3, paragraph F2, of DOD 4525.6-M, Volume II, refers.

2. The unit mailroom is responsible for maintaining the unit directory file in accordance with chapter 5 of DOD 4525.6-M, Volume II, and section 522 of OPNAVINST 5112.6. Directory cards will be maintained for 1 year after date of detachment for all permanently assigned personnel, and for 3 months for all personnel assigned in either a TDY/TAD or student status for 6 months or less. Information to complete the [NAVMC 10572](#) form is to be provided by the individual during checking in/checking out procedures. Forwarding address and mail disposition information, along with a signature, is to be obtained from the individual whenever possible. The unit diary is to be used to gain file card information only as a last resort. The unit diary number will be entered on the [NAVMC 10572](#) when this situation occurs. Copies of unit diaries will be retained in the mailroom for six months.

6003. MAIL HANDLING INSTRUCTIONS

1. All Marine Corps commands operating unit mailrooms are responsible for promulgating mail handling instructions. In addition to the information required by DOD 4525.6-M, Volume II, chapter 3, paragraph G2a, the command mail handling instructions will include:

a. The correct and complete mailing address to be used by personnel attached to the command.

b. The location and hours of operation of the post office servicing the activity.

c. The location and hours of operation of the mailroom.

d. The location and hours of collection from receptacles provided for posting outgoing mail.

e. The time and method of distributing incoming mail.

f. Instructions relative to custom regulations, where applicable.

g. Instructions for the use of OPNAV Form 5110/5 (Notice of Change of Address cards).

h. Information concerning nonmailable items.

i. Information regarding the command's official mail cost management program, to include consolidated mail procedures.

j. Any additional postal information deemed appropriated by the promulgating authority.

2. The mail handling instructions will be posted in an area accessible to all patrons served.

3. The mail handling instructions will also include procedures for personnel departing on leave to provide mail disposition instructions to the mailroom. Instructions to hold or forward (with address) personal mail, leave dates, and the individual's signature will be retained by the mailroom during leave periods. This information may be disposed of upon the individual's return from leave.

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